



WORK SPACE



1

In the office

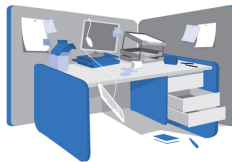
Match the words with the images:

a coat rack
a projector

a filing cabinet
a sofa

an exercise ball
a water cooler

a post-it note
a work station



1. _____

2. _____

3. _____

4. _____



5. _____

6. _____

7. _____

8. _____

Which of these things do you have at work?

**2****Reading**

You are going to read a text on office design. Put T (True) or F (False) next to each statement then read the text to check your answers.

1. Open-plan offices are generally good for business.
2. Open-plan offices are cheaper.
3. People communicate better in closed offices.
4. Closed offices make businesses more innovative.
5. It's easier to concentrate on your work in a closed office.
6. Employees who work in closed offices are absent more often.

Open-plan vs. closed-plan offices

Which is better?

For most companies, the design of their office space is very important. The office space should help employees work more efficiently, concentrate on their work, and work better in a team. There are two common designs — closed-plan offices and open-plan offices.

Open-plan offices are good for companies for a number of reasons. First, they cost less because they use less space and electricity for heating and cooling. Additionally, businesses can save on equipment because people share resources such as printers and photocopiers. Since there are no walls or barriers between workstations, staff can learn from each other and interact more efficiently. For example, when you work in an open-plan office you can get feedback on your work instantly and you can ask questions without needing to knock on doors. Increased collaboration between employees can also result in business innovation.

On the other hand, many employees prefer closed-plan offices, mainly because there is less noise making it easier to concentrate. With a busy open-plan office, the high level of noise can make it difficult for employees to focus on their work. Another advantage for business is a lower rate of absenteeism. When people work in an open-plan environment, there is a greater risk of catching a virus when someone is sick. And when employees are absent, the company is less productive.

3**Talking point**

Discuss the questions below with a partner.

1. What kind of office do you prefer?
2. What do you think of open-plan offices?
3. Would you like to work in a different office? Why?

**4****Phrases in the text**

Match the verbs on the left with the words on the right to form phrases from the text.

- | | |
|-------------|--------------------------|
| 1. save on | a. a disease |
| 2. share | b. doors |
| 3. get | c. equipment |
| 4. knock on | d. feedback on your work |
| 5. focus | e. on your work |
| 6. catch | f. resources |

Make sentences about closed and open-plan offices using the phrases above.

5**Linking words and phrases**

Look at the words and phrases below. Complete the text and check your answers.

on the other hand because first since
additionally for example

Open-plan vs. closed-plan offices

Which is better?

For most companies, the design of their office space is very important. The office space should help employees to work more efficiently, concentrate on their work and work better in a team. There are two common designs – closed offices and open offices.

Open-plan offices are good for companies for a number of reasons. _____¹, they cost less because they use less space and use less electricity to heat or cool. _____², businesses can save on equipment _____³ people are sharing resources such as printers and photocopiers. _____⁴ there are no walls or barriers between workstations, staff can learn from one another and interact more efficiently. _____⁵, when you work in an open-plan office you can get feedback on your work instantly and you can ask questions without needing to knock on someone's door. Increased collaboration between employees can also result in business innovation.

_____⁶, many employees prefer closed-plan offices, mainly because there is less noise making it easier to concentrate. With a busy open-plan office, the high level of noise can make it difficult for employees to focus on their work. Another advantage for a business is a lower rate of absenteeism. When people work in an open-plan environment, there is a greater risk of catching a virus when someone is sick. And when employees are absent, the company is less productive.

Here are some more linking words you can use in a discussion:

Good for speaking: *on top of that,* *what's more,*

Good for writing: *however,* *furthermore,* *for instance,*

In pairs, discuss the pros and cons of any of the issues below.

1. working fixed hours vs. flexible working hours
2. commuting by car vs. commuting by bike
3. using email vs. talking on the phone



6

Homework

Choose a topic below to write about.

1. working in an office vs. working at home
2. teamwork vs. solo work
3. working for a multinational corporation vs. working for a small business